

PERSONNEL SUPERVISOR I
JOB ANALYSIS REVIEW
BACKGROUND INFORMATION

Date of Study: October 15, 2007

Collective Bargaining Identification: S01

Job Analysis Conducted By: Emily Gorrindo, Staff Services Analyst,
Office of Selection Services

Number of Incumbents: There are 65 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated July 10, 2007.

Names of the Subject Matter Expert(s) and their background:

Shannon Desmarais, Staff Services Manager I, California State Prison, Solano

Shannon Desmarais has been a Staff Services Manager I, California State Prison, Solano for five years, where she supervises Personnel Supervisor I's. She has been with the Department of Corrections and Rehabilitation for 22 years.

Dale Caffrey, Personnel Supervisor II, CDCR Headquarters

Dale Caffrey has been a Personnel Supervisor II at CDCR Headquarters for four months, where she supervises Personnel Supervisor I's. Previously, she was a Personnel Supervisor I at California Medical Facility for seven and a half years. She has been with the Department of Corrections and Rehabilitation for 23 years.

Susan Wong, Personnel Supervisor II, CDCR Headquarters

Susan Wong has been a Personnel Supervisor II at CDCR Headquarters for six months, where she supervises Personnel Supervisor I's. Previously, she was a Personnel Supervisor I at the Department of General Services for eight years. She has been with the Department of Corrections and Rehabilitation for six months.

PERSONNEL SUPERVISOR I INFORMATION GATHERING

SMEs reviewed the existing job analysis for Personnel Supervisor I, dated May 6-8, 2002, to provide any necessary updates/changes. Minor changes were made to capitalization and grammar. Willingness statements were also added.

Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked Personnel Supervisor I Task KSA worksheet 2002.